# Alaska Offshore Seafood Processors General Permit eNOI

Step by Step Document

Alaska Offshore Seafood Processors General Permit (AKG523000) Notice of Intent (NOI) can be submitted using the Division of Water's Online Application System. This document will guide you through the online submission process. If you need further assistance, please contact: John Randolph at 907-465-5307.

AKG523000 eNOI Submission Step by Step Document

1   Go to the Division of Water's Wastewater Discharge Authorization homepage at http://www.dec.state.ak.us/water/wwdp/index.htm and select the **"Seafood Processing"** link under **"Program Links"**
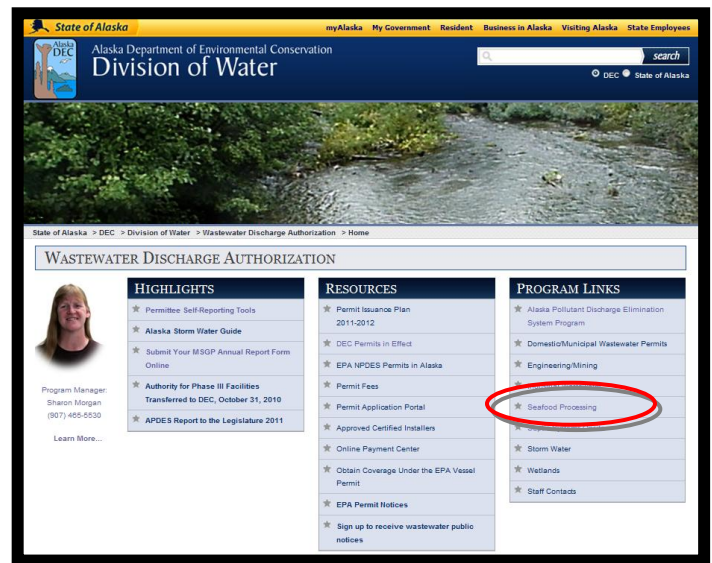
2   This page discusses the Seafood Processors permits. When ready to begin the online application process (eNOI), click on the **"Online Application"** link under **"Quick Links"**.

If you encounter difficulties accessing or completing the on-line submission, please contact John Randolph at John.Randolph@alaska.gov.

3

Welcome to the **Water Online Application System** (OASys)!

IMPORTANT: Submitting an eNOI requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on *"Continue to myAlaska"* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 12 in this document.**

If you don't have a myAlaska account, continue to the next step in this document to create one.

4

If you don't have a **myAlaska** account, select the **"enroll at myAlaska"** link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

TIP:
Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate "business" myAlaska account if you would prefer.

5

*NOTE: If you already have a myAlaska account, you can **skip down to step 12.***

After you click on the "**enroll at myAlaska**" link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, "Secret Question," and Email Address for your new myAlaska account.

Review the User Agreement, check the "**I accept the User Agreement**" box, and select the "**Start Registration**" button.

Username:	jrandolph
Password:	●●●●●●●●
Verify Password:	●●●●●●●●
Secret Question:	Your mother's maiden name?
Answer:	test
Email Address:	john.randolph@alaska.gov
Verify Email Address:	john.randolph@alaska.gov

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

☑ I accept the User Agreement

[Start Registration]

6

Close the internet browser window and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your **junk mail** folder.*

		FROM	SUBJECT	DATE ▾
☐	■	myAlaska	myAlaska - Account Verification	8:13 AM

7

Open the **myAlaska - Account Verification** email and select the hyperlink in the email.

myAlaska - Account Verification

This message was sent to you by a computer program, DO NOT REPLY to this message.

To continue with the registration process of your new myAlaksa account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration:

https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25

8	The Account Confirmation page will load. Enter your Username and Password and select the **"Click Here to Continue"** button to confirm your new **myAlaska** account.	**ACCOUNT CONFIRMATION** Your arrival at this page has confirmed your email address. Please enter your username and password again to continue the myAlaska registration process. Username: [ ] Password: [ ] Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically! Click Here to Continue
9	You will be taken to the **myAlaska Registered User Portal**. Click on "View Your Services".	Your account has been confirmed successfully. Welcome **watertest32**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin. **Services** Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses. View Your Services **MyProfile** Manage, update, or change your myAlaska account and user information. Manage Your Profile **Help** Get help using myAlaska or one of the myAlaska applications. Get Help
	Then, click on "DEC Online Services" under Services for Businesses.	**Services for Businesses** **DBP – EGrAMS Grant Management** *EGrAMS - Grants Management System* **DEC - Pay Invoices Online** *Department of Environmental Conservation Online Payment Center* **DEC Online Services** *Access Department of Environmental Conservation online services*
10	Read the privacy agreement, check the **Accept** check box, and select Continue. **NOTE:** The only myAlaska account information DEC will use is the address and email information.	**Privacy Agreement: DEC** By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Alaska Department of Environmental Conservation. ☑ I Accept the Privacy Agreement Continue ->

11 You will be directed to the **DEC myAlaska Online Services.**

Click on the link to the **Water Application System (OASys)**

12 After successfully registering for a **myAlaska** account or after entering your existing account username and password, you will arrive in the Online Application system, ready to fill in the eNOI!

Select the "**Offshore Seafood General Permit**" under the **Permits** tab from the available categories.
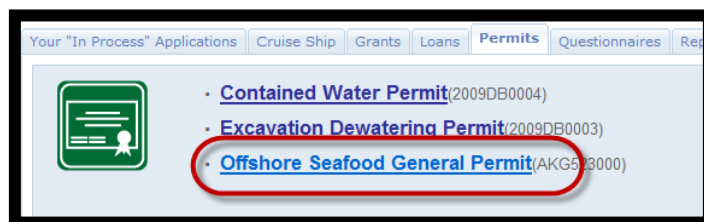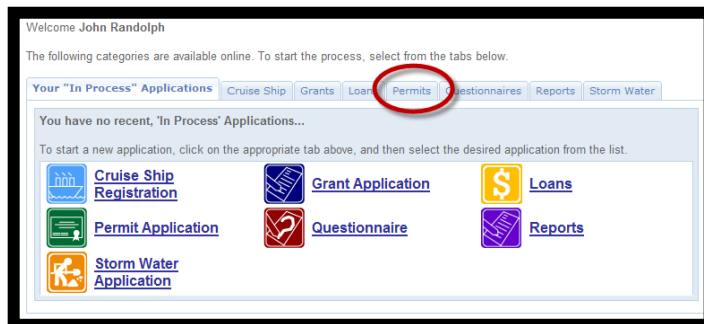
13 A series of steps will take you through the application, asking for information pertinent to your project/facility.

Fill out the information on these pages as completely and thoroughly as possible.

Questions with a Star (*) next to them are required.
(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.)

T I P

When finished with a step, go to the next page by selecting the "**Next**" button in the lower right corner.

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit **"Next"**.

T I P

At any time, you can also select the **"Overview"** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, Changes to the current page are not saved until you hit **"next"**.

14 **Step 1** of the eNOI will ask you for your permit, facility and vessel information. Answer all questions as completely as possible then click "Next" to move on to the next step.

IMPORTANT:
Only answer **"No"** to the Fee Information question, at the bottom of step 1 if you have previously paid the fee.

ALL NEW APPLICANTS ARE REQUIRED TO PAY THE FEE!

15 **Step 2** asks for contact information. Click the "Add" button to add a new contact. You must enter contact information for all required persons before continuing.

Once completed, click "Next" to move to the next step.

16

Step 3 collects production information.

    A. Enter the appropriate information into each field

    B. Click the "Add/Update" button to save that product in the box on the right side of the page.

    C. Product is added to list displayed in white box on the right

Complete steps A & B for each product.

Once you have all products entered in, click the "Next" button to move to the next step.

17

Step 4 collects information on your discharges. Enter all required and applicable information and then click "Next" to move on to the next step.

18 **Step 5** provides the NOI Attachment which must be completed and submitted along with your application on **Step 7**.

Open the instructions document & AKG523000 NOI Attachment document by clicking on the links provided in this step. Using the instructions, fill out the AKG523000 NOI Attachment excel document with all discharge and receiving water information.

Save AKG523000NOIAttachment.xls to your computer and be ready to attach it to your eNOI application (it must be in excel format) in **Step 7**. Click "Next" to continue.

19 **Step 6** collects refueling information. After you have completed this step, click "Next" to continue.

20

In **Step 7,** you will submit all required attachments to your eNOI.

Please read the directions carefully on this page.

IMPORTANT:
This is where you will submit the excel file containing discharge and receiving water information provided in **Step 5** of the eNOI:
AKG523000NOIAttachment.xls

To attach a file:
  a. Click the "Browse…" button
  b. A new window will pop-up, this shows the files on your computer. Select the file you want to upload then click the "Open" button. The name of the file you selected will appear next to the "Browse…" button.
  c. Select what kind of file it is from the drop-down menu and add a title and description.

Click "Attach" when you have all the information completed to submit your document.

21 The "**Application Overview**" page (Last Step) gives you an opportunity to review and edit what you have entered so far.

To change any information in a step, select the edit button that corresponds to that step of the eNOI.

22 After all information is entered and you have finished adding all online attachments, you will need to sign and pay for your eNOI.

NOTE: A check will appear next to task "**1. Complete Application Form**" if the application is complete and ready to be signed and paid.

To go the **Final Steps** page, select the "**Sign this Application**" or "**Pay Application Fees**" link under tasks on the Application Overview page.

You can also click on the "**Continue**" button at the bottom of the page.

23

The **"Final Steps"** page gives you the signature options available for signing your eNOI application.

- Sign this Application Using e-Signature (go to step 24 in this guidance)

- Print, Sign and Submit a Hard-Copy Signature Page (skip to step 25 in this guidance)

- Invite another party to Sign for this Application (skip to step 27 in this guidance)

24

Select **"Sign this Application Using e-Signature"** if you are already validated to electronically sign an application.

NOTE: If you use a **myAlaska** account that has been used to apply and sign for a PFD, you are automatically validated.

Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the "E-Sign" button.
(now skip to step 28 in this guidance after signing)

25

Select **"Print, Sign and Submit a Hard-Copy Signature Page"** to print a hard-copy version of the application signature page.

This page explains the steps for printing and submitting a hard-copy signature page. Click on **"Print the Official Signature Page"** link.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

26

Once printed, sign at the bottom of the page.

Then mail, fax or email **all pages** of the **Signature Page** to address information shown at the top of the page.

Your signature page will typically be processed within a few days of being received and your eNOI will then be "signed".

(Now skip to step 32 in this guidance)

27

Select **"Invite another party to Sign/Pay for this Application"** if you need to assign an alternate signer for your Application.

Enter the email address for the Signer and press the >>> button.

WARNING:

You **must** press the >>> button to add your alternate signer. The email will be displayed in the "Your Alternates" box to the right.

An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.

28

After clicking on the link provided in the email, the alternate signer will login to OASys with their myAlaska account and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the **"Final Steps"** page, giving them the opportunity to e-sign (if validated) or print and sign a hard-copy signature page for your eNOI application.
(See step 23 in this guidance)

29

A check will appear next to the task **"2. Sign This Application"** when the application is signed.

To pay for this application, select the **"3. Pay Application Fees"** link under tasks on the Application Overview page.

30

The **"Final Steps"** page gives you the options available for paying the fee for your eNOI application.

- Pay for this Application
  (go to step 31 in this guidance)

- Invite another party to Pay for this Application
  (skip to step 32 in this guidance)

31

When you select **"Pay for this Application"** you can pay the application fees using Online Payment Services.
(skip to step 34 in this guidance after paying)

32 Select **"Invite another party to Pay for this Application"** if you need to assign an alternate payer for your Application.
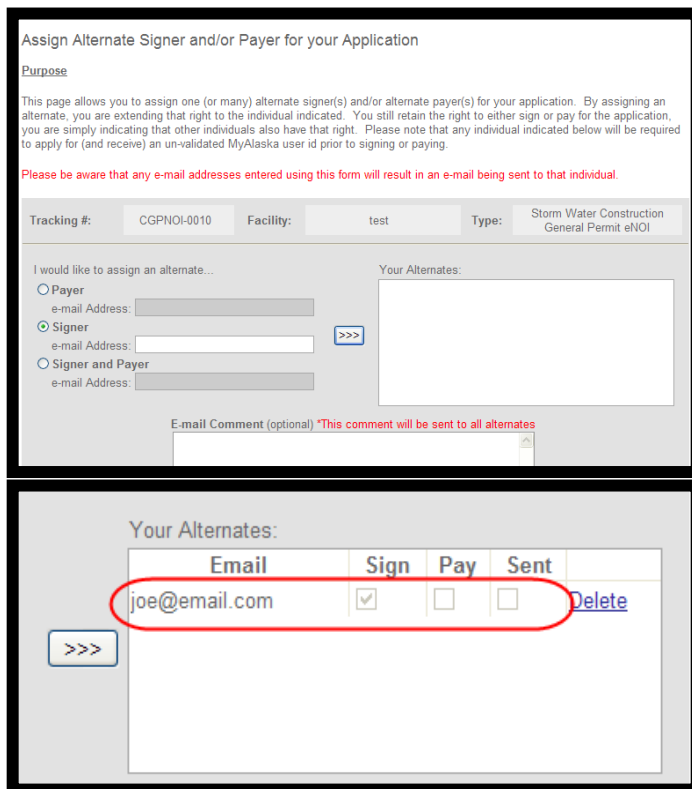
Enter the email address for the Payer and press the [>>>] button.

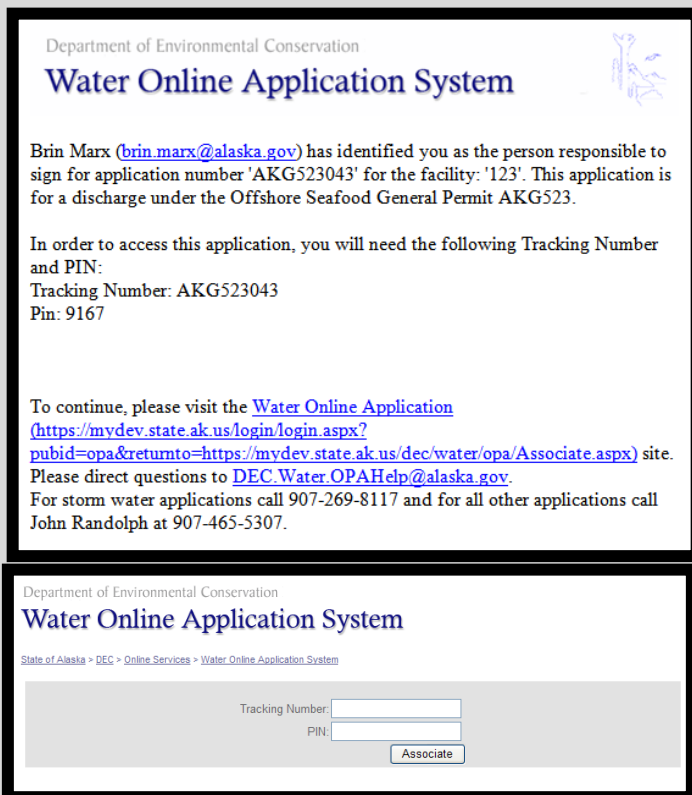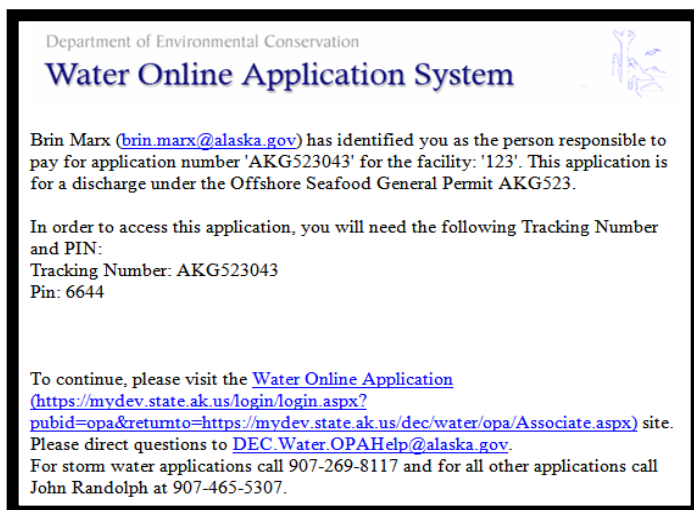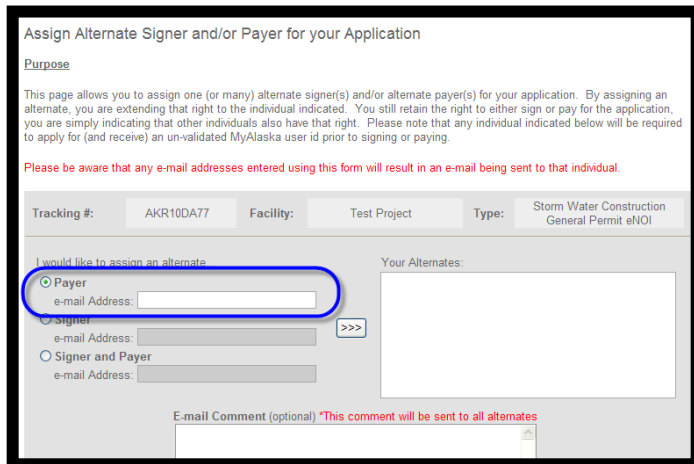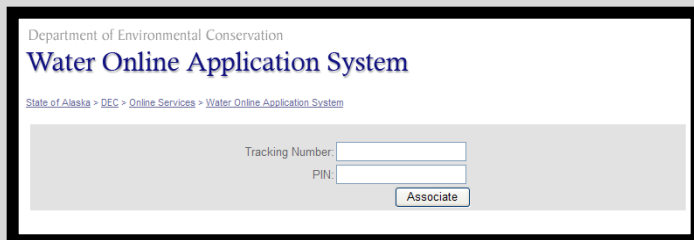*NOTE: The alternate payer will need to have a myAlaska account.*

An instructional email containing a link to this application is sent to the alternate payer allowing them to complete the final steps in the application process. The NOI Preparer will get a copy of this email.

33 After clicking on the link provided in the email, the alternate payer will log into OASys with their **myAlaska** account and enter the Tracking Number and PIN (also provided in the email).

Alternate payer will be taken to the **"Final Steps"** page, giving them the opportunity to pay the fee for your eNOI.

34 Once the signature and payment steps are complete, an acknowledgment email will be sent to the NOI Preparer's **myAlaska** account email address.

IMPORTANT: Attached to this email are PDFs of the completed AKG523000 NOI form and Acknowledgment Letter.

Offshore Seafood General Permit Application

The electronic submission process for application number AKG523025 for Facility '123' is complete.

35 When you return to the eNOI, the Application Overview will display all tasks as completed.

For assistance, please call

John Randolph at 907-465-5307,
Kaitee Fleck at 907-451-5337, or
Janice Mclean at 907-465-5282.